A Coordinator's Quick Start Guide To The ELI System

The Coordinator's Quick Start Guide to the ELI System is written for users of the ELI system who have a privilege level in the system of Supervisor or Coordinator.

Those at the Data Entry level or below can learn what actions those at the Supervisor/Coordinator level can take from this guide.

Step One: Launch your web browser

Internet Explorer.lnk

Internet Explorer (5.5 or higher) is the required browser. Other browsers may not display all features in ELI correctly.

Your browser also needs 128-bit cipher strength. If you aren't sure you if have 128 bit encryption open Internet Explorer, click on **Help → About Internet Explorer**.

What if I don't have 128-bit cipher strength?

> The simplest way to correct the situation is to download Internet Explorer 6.0 from Microsoft's website. It can be found in their Download Center.

If you have difficulty with this step please contact your information technology support staff.

Step Two: Getting to the ELI system on the web

Type http://www.dhs.ca.gov/AIDS/ into the address bar of your web browser
Or
Copy-Paste this link into the address bar of your web browser
Or
Click on the link above.

This will automatically launch your web browser and take you to the State Office of AIDS website.

Please review the Office of AIDS and ELI web site for other very valuable pieces of information relating to your education and prevention programs such as HIV reporting data.

Scroll down and click on **Evaluating Local Interventions**.

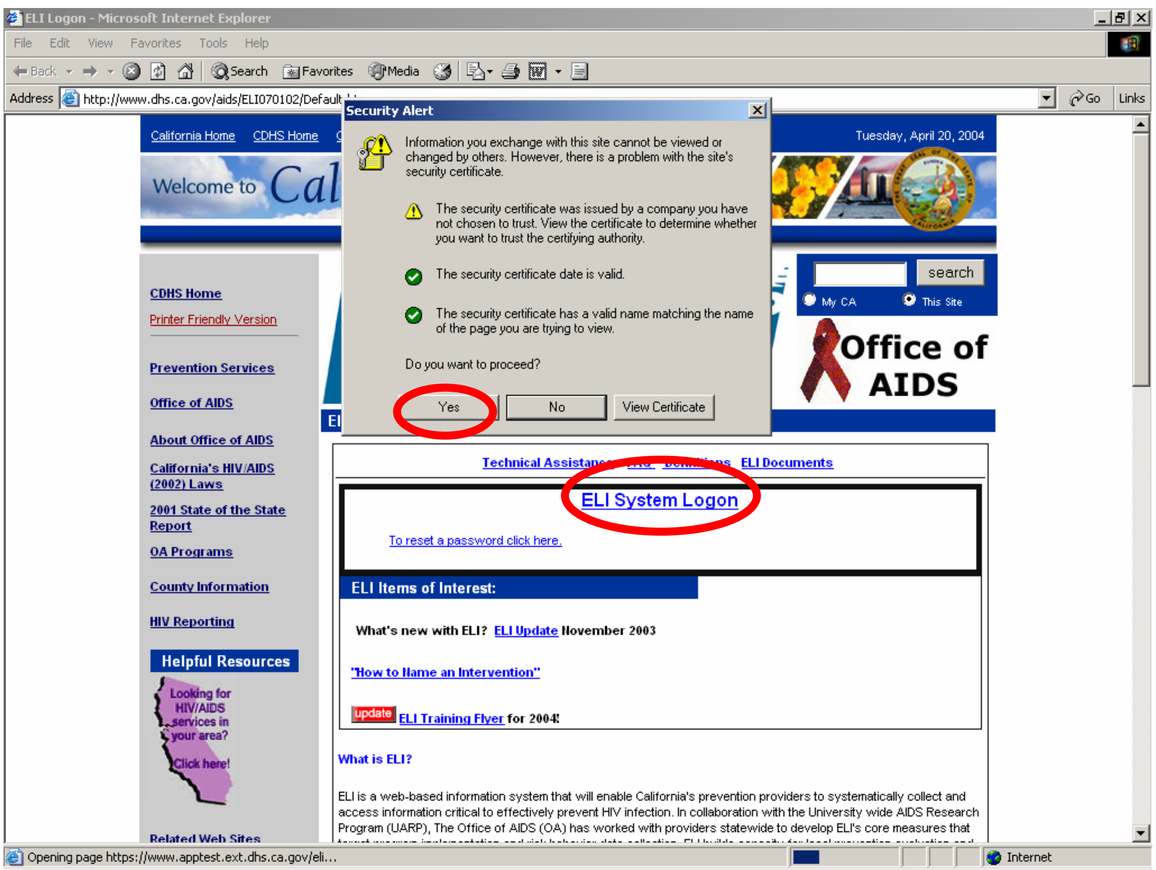
You will be taken to the ELI website and log in screen for the ELI system. You can also add the site to a Favorites/Bookmark list for future convenience. Click on **Favorites →Add to Favorites**

Here you need to log into the ELI system to set up your interventions and at least once per month thereafter to enter data.

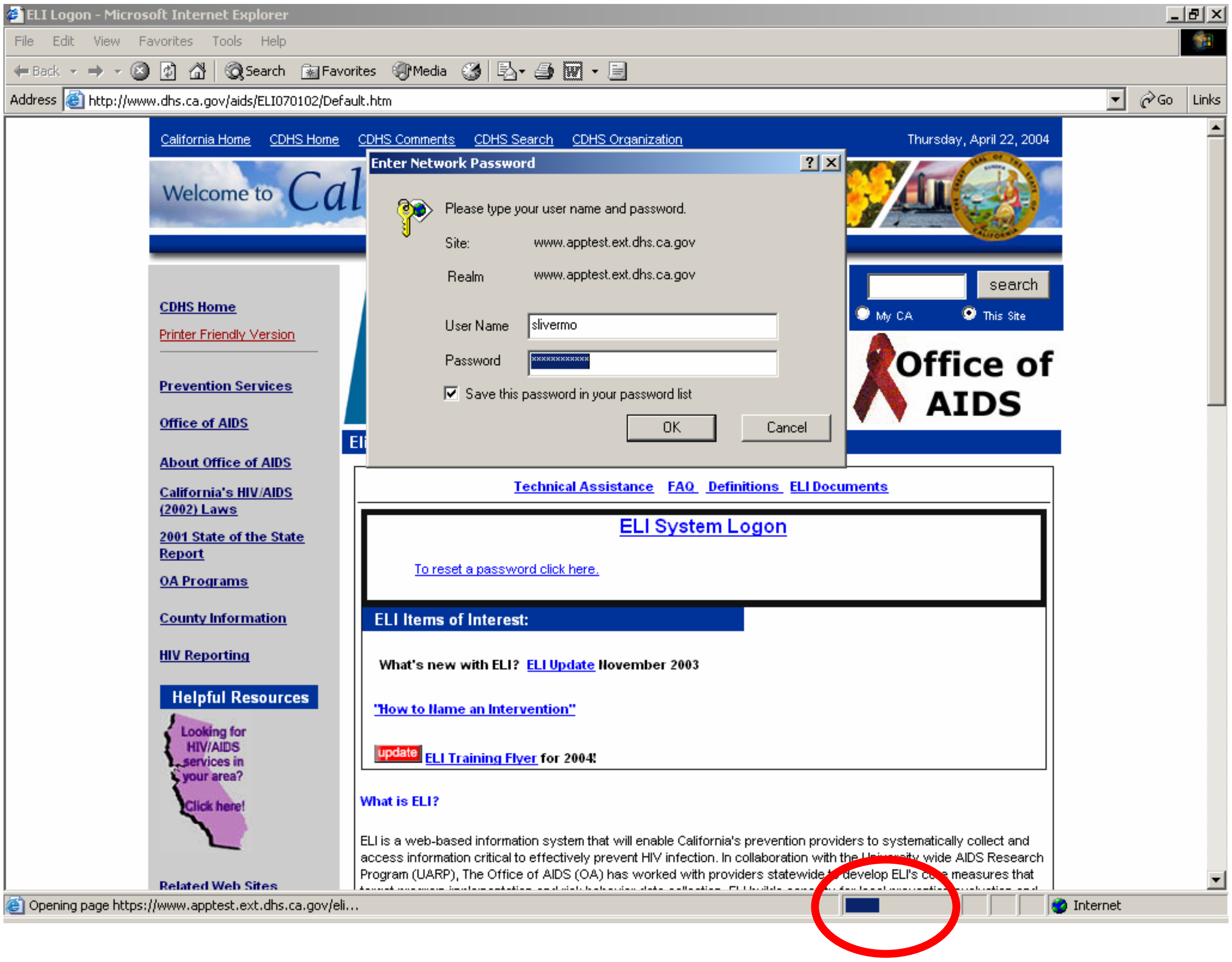
Step Three: Log in to ELI

As a coordinator or supervisor you will provide your staff with their ELI account/password, which you obtain from Office of AIDS ELI technical assistance. The system administrator at the Office of AIDS issues accounts and passwords. Initially everyone will have *eliuserpw* as his or her password. Please follow the instructions in the 2-page document called *User Accounts and Security* to request additions, deletions or password resets.

In the center of the screen you will see the **ELI SYSTEM LOGON** button. Click on this link and you will be prompted for a security certificate. Simply click on **Yes** to proceed.



You will then be prompted for your account and password. You will be required to change your password the very first time you login and every 60 days from that day forward, which is state security policy.



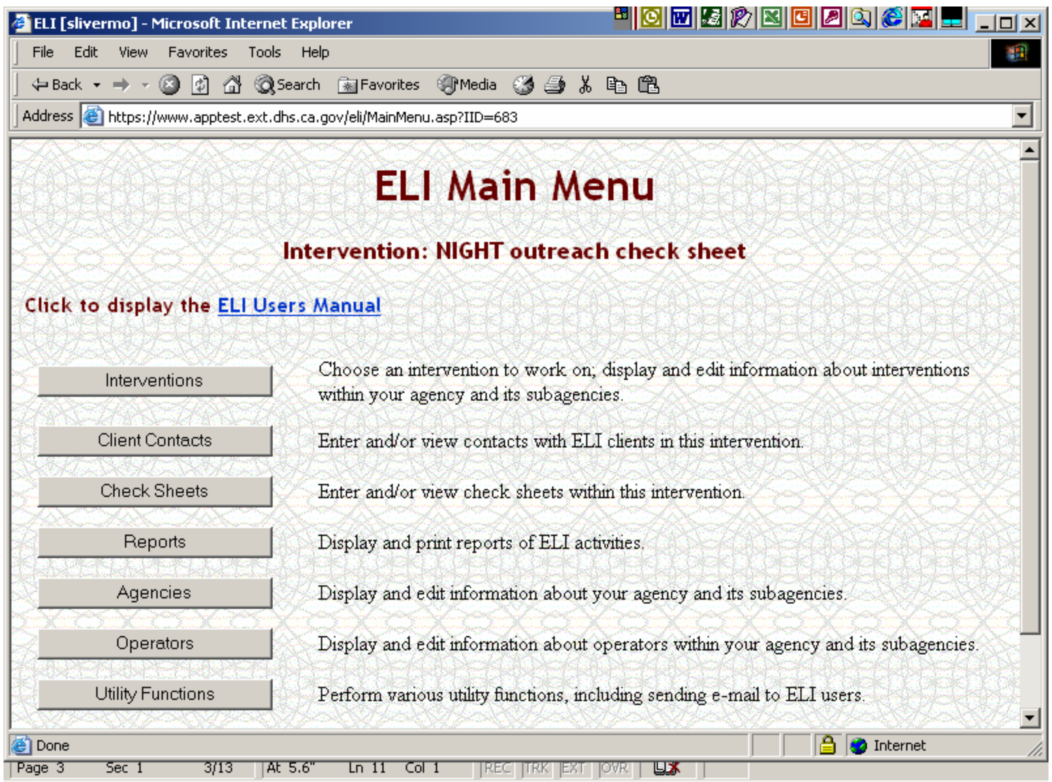
The status bar in Internet Explorer will help you see how fast the web site is loading. The speed of ELI depends on many things some of which are the processing speed of your computer, the quality of your Internet connection and distance from the servers. Users will be notified of system downtime via email. You have not received any notification please contact your in-house information technology staff for assistance.

Step Four: ELI's main menu & system privileges

Once you have logged in you will have access to the main menu of the ELI system. The main menu of ELI changes depending on your access level. For instance, the menu shown below is what you will see at the supervisor or the coordinator level.

Certain buttons on the menu will not be accessible until the initial set up steps have been completed.

SUPERVISOR/COORDINATOR LEVEL MAIN MENU



A person with **supervisor or coordinator privileges** has the ability to do the following:

- Add, delete, and edit Client-Contact records for the currently logged intervention (in your own or any subcontractor agency).
- Edit your Agency and subcontractor data.

- Add, delete, and edit Interventions for your Agency and subcontractors.

- Add, delete, and edit Groups and sessions for active intervention.

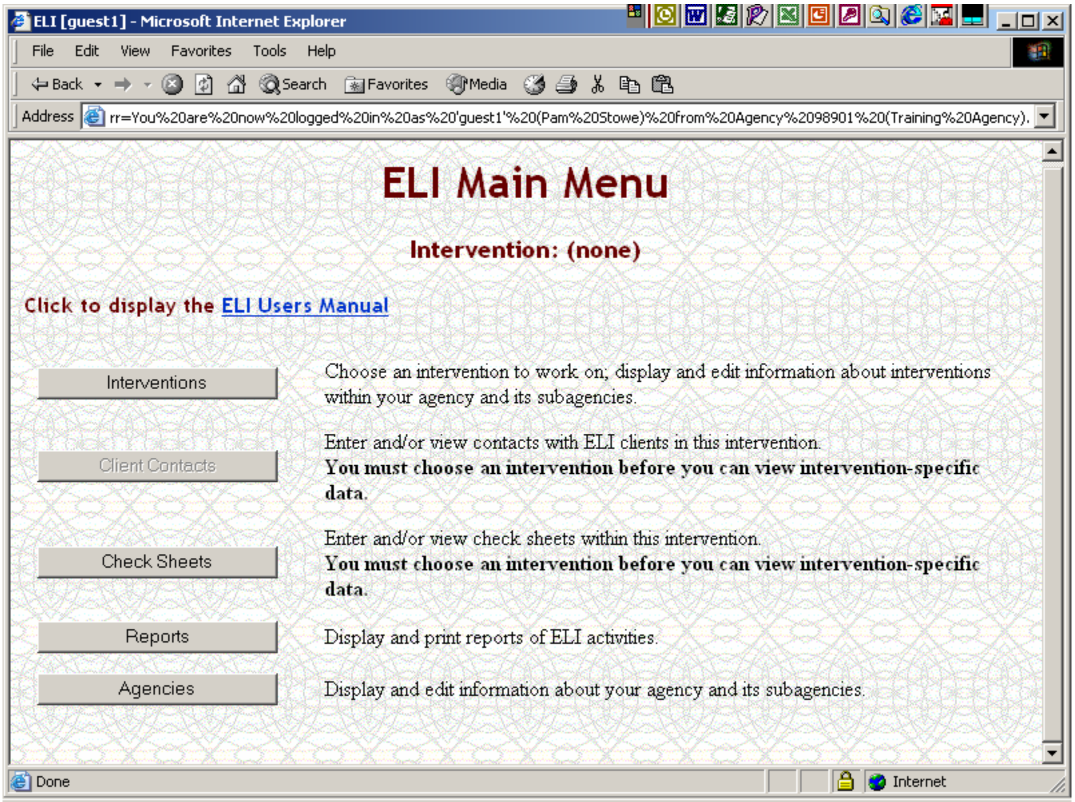
- Edit Operators (and their Interventions) at your Agency or subcontractors.

- Broadcast e-mail messages to operators in your own agencies and subcontractors, view System Parameters.

- Request reports (1) for your agency, (2) for any single reporting agency, (3) for aggregate of your agency and all reporting subcontractors. Some specific reports may require privileges. Coordinators have access to one additional report that supervisors do not have access to.

DATA ENTRY MAIN MENU

The menu shown below displays the menu options your staff will have at the data entry level. Again, certain buttons on the menu will not be accessible until the initial set up steps have been completed.



A person with **data entry privileges** has the ability to do the following:

- Add, delete, and edit Client-Contact records for the intervention you are currently logged into in your agency or any of your subcontractors
- View your agency record and subcontractors.
- View intervention data for your agency and subcontractors.
- Add, delete, and edit Groups and sessions for active intervention.
- Request reports (1) for your agency, (2) for any single reporting agency, (3) for your agency and all your subcontractors. Some specific reports may require higher privileges (e.g., supervisor level).

The following steps are for initial set up of the ELI system for your agency and all your subcontractors. This maybe time consuming depending on the size of your organization. Once completed it can be maintained with minimal effort, but is required prior to any data entry.

It is necessary to have you do this to insure that the information being submitted to the Office of AIDS and the CDC is correct.

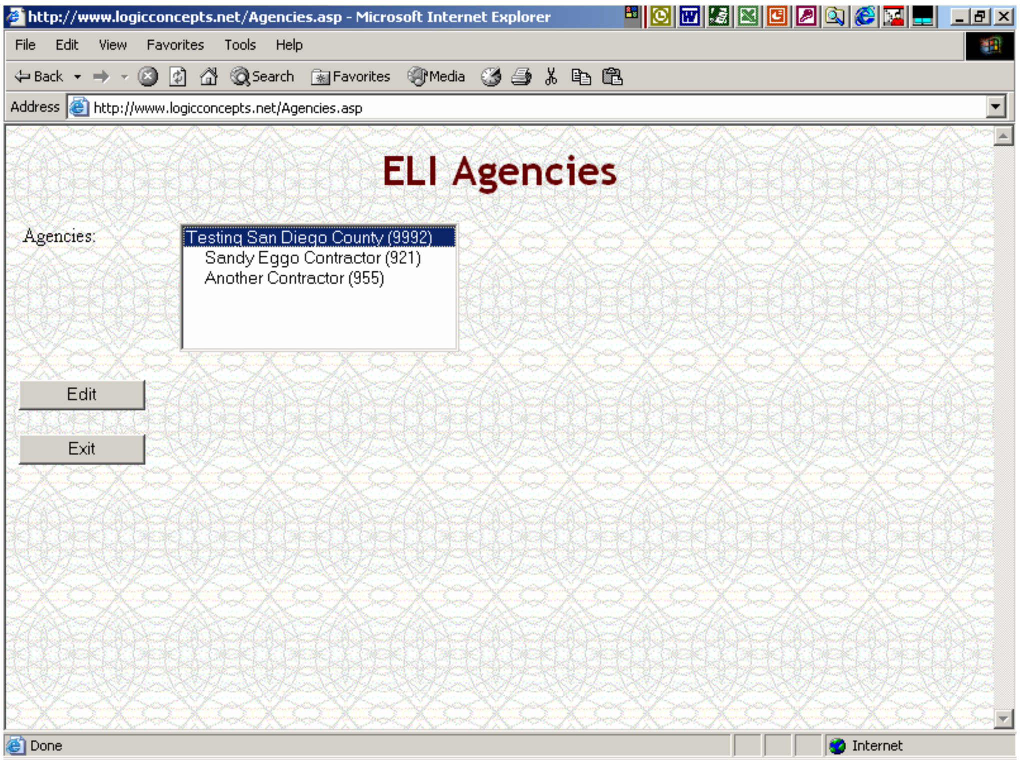
The system provides you with extensive control over defining interventions and assigning access to the system.

For the purposes of ELI, health departments and subcontractors are defined as agencies.

Step Five: Updating agency information

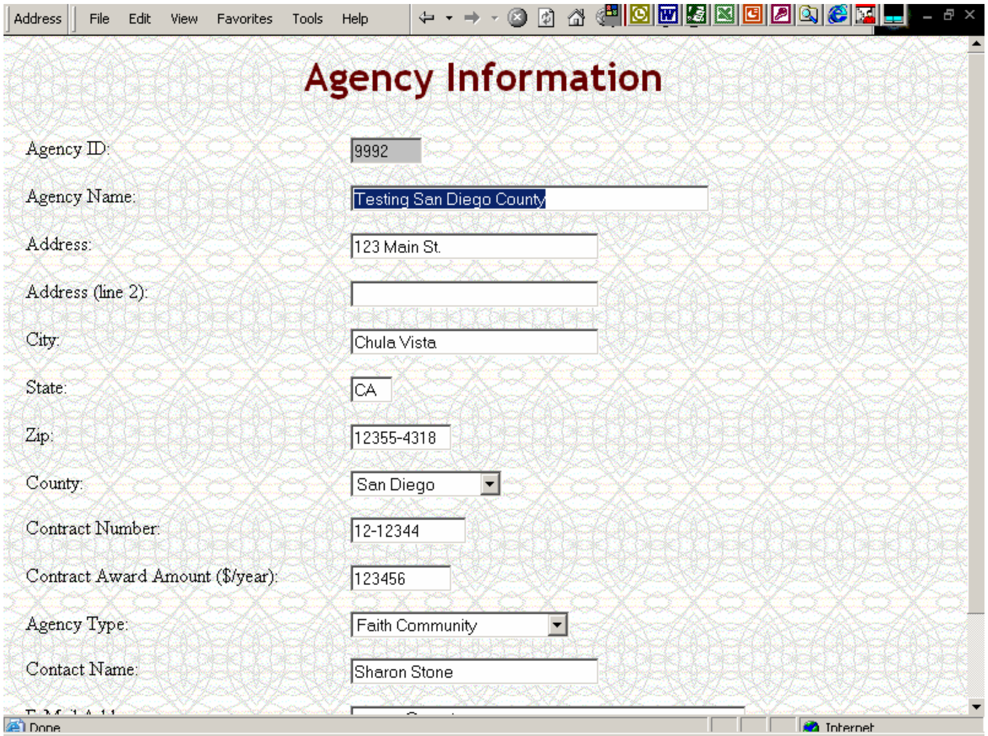
The first task you will have to complete when you log into ELI is updating your agency information.

To do this click on the **Agencies** button from the Main menu of ELI. You will then be taken to this screen:



You will be able to see your agency and all of your subcontractors, if you have any. To update agency information simply click on the agency and click on the **Edit** button.

You will then be taken to this screen:



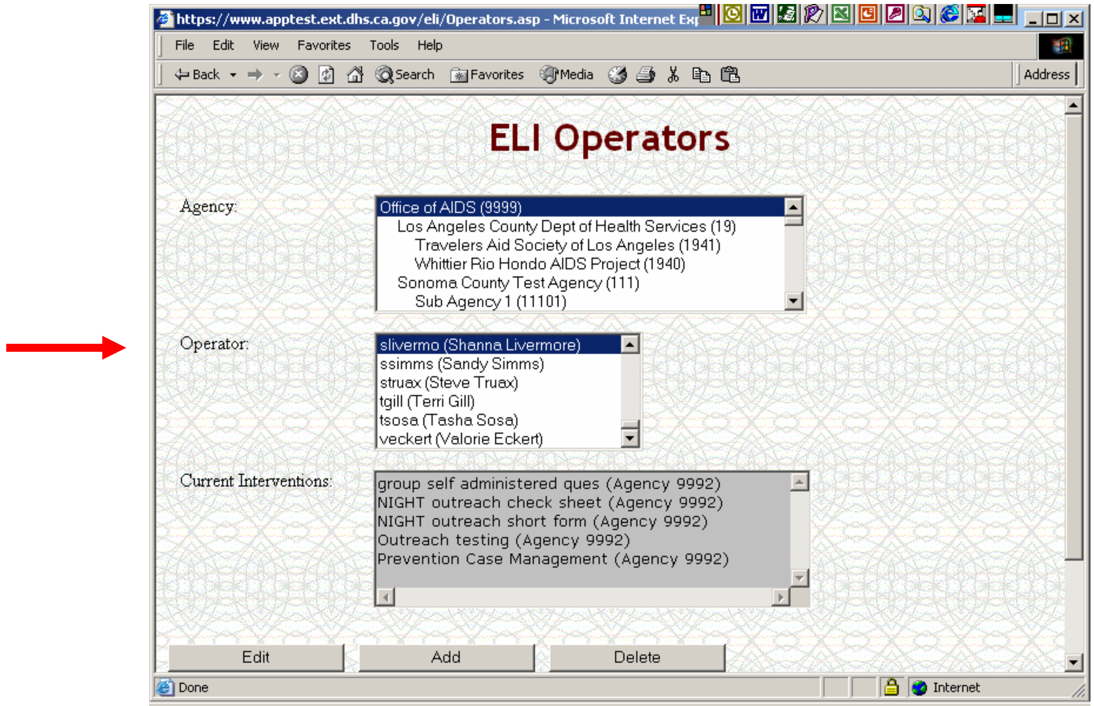
From here you can update the information by filling in the blanks and using the drop down menus provided. Note that the agency number is assigned by the system administrator and cannot be changed.

At the end of the screen click on the **Save** button and you will be taken back to the previous screen where you can update information for any additional agencies by following the same steps.

To return to the main menu of ELI click on the **Close** button.

Step Six: Updating operator information

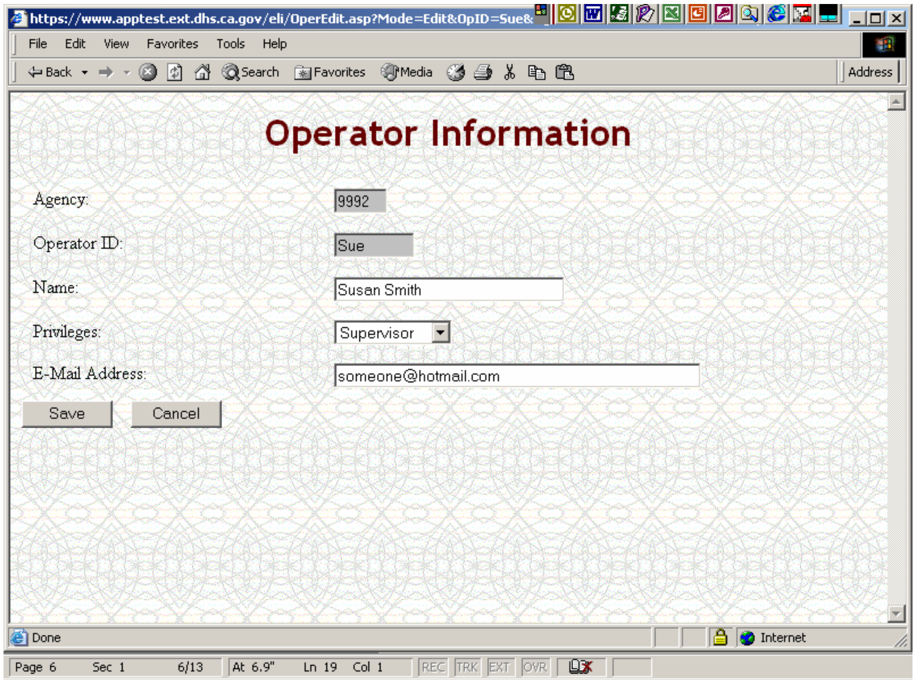
From the ELI Main menu click on the **Operators** button and you will be taken to this screen:



From this screen you will be able to choose your agency or any subcontractor. When you choose an agency you will be able to see a list of operators for that agency.

Choose each operator in turn by clicking on them once, which will highlight them, and then clicking the **Edit** key.

Once you have chosen your operator and clicked on **Edit** you will see this screen:



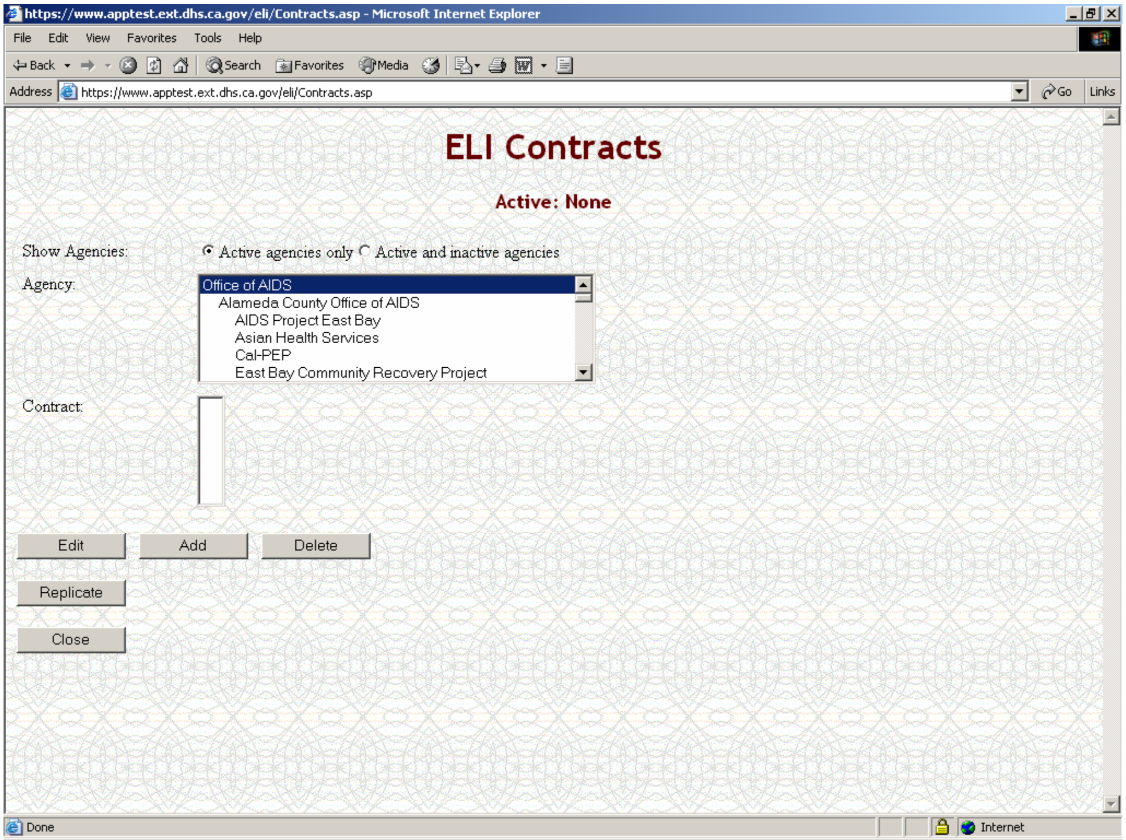
From here you can update the operator's name and email address by typing in the correct information and clicking **Save**. Email addresses are very important to include because you and the Office of AIDS have the ability to email agencies and operators via the ELI system. Office of AIDS uses the email function regularly to communicate critical information regarding ELI and education and prevention activities/requirements.

You cannot change the Agency number or the Operator ID these are assigned by the system administrator at the Office of AIDS.

Repeat this process for each of your operators in each of your agencies. Click **Close** to exit to the main menu when you are finished.

Step Seven: Creating Contracts

From the Main menu click on the **Contracts** button. You will then be taken to this screen:



Your first two options are to view **Active Agencies Only** or **Active and Inactive Agencies.**

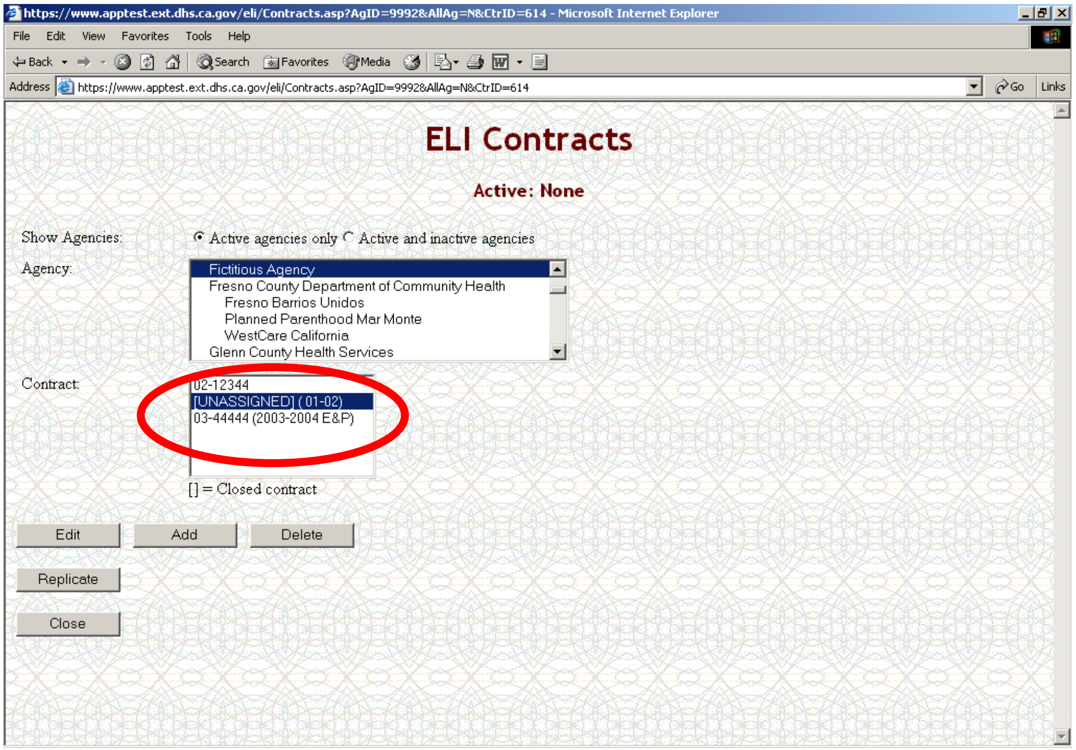
- **Active Agencies** are agencies that are currently being contracted with.
- **Inactive Agencies** are agencies that are no longer being contracted with.

ELI will always automatically choose **Active Agencies Only** for you but if you need to view information from an agency you no longer contract with you can do so by choosing **Active and Inactive Agencies**

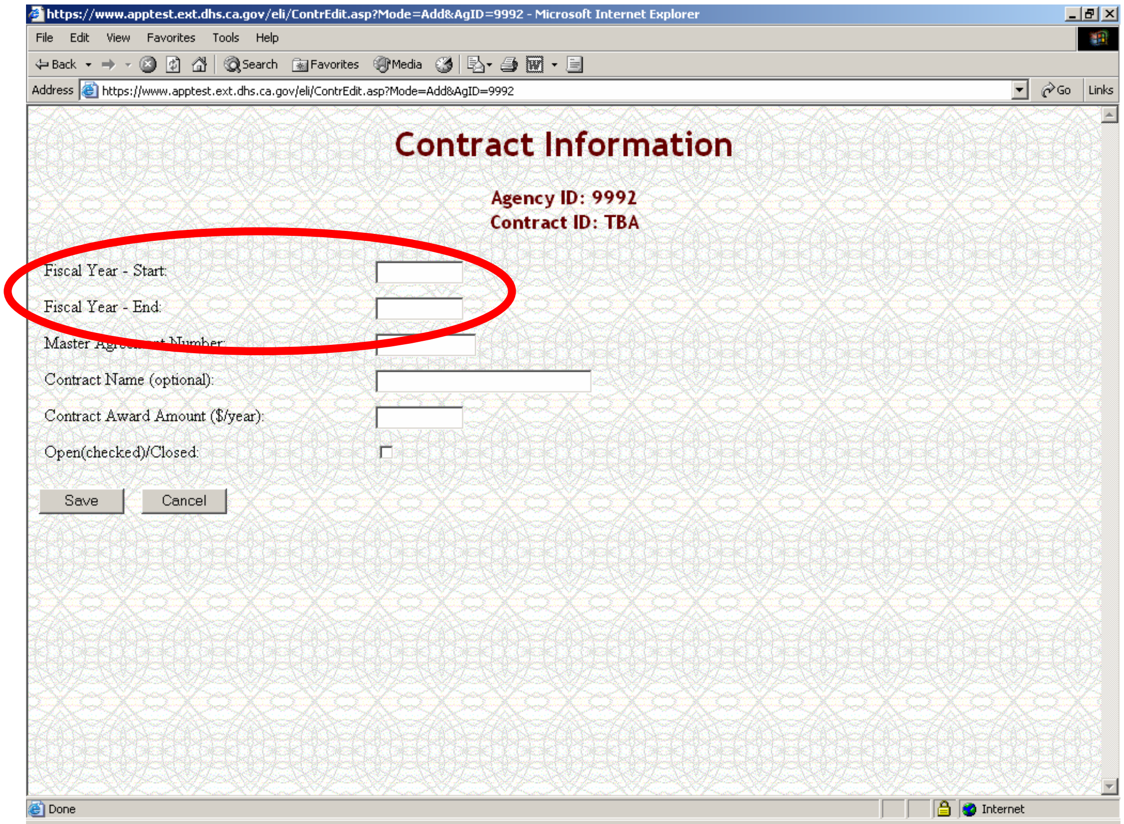
For every agency in ELI there should be at least one contract. Most likely, each agency will have more than one funding stream and thus more than one contract. The basic rule is – for every contract you have in real life you should have an electronic version in ELI.

For instance, if you are contracted to provide E&P services, NIGHT outreach and received private funding to provide services to African American men on the down low you would have three contracts in ELI as well.

To create a contract simply click on the **Agency** you want to add the contract to and click **Add**. Note that when you click on the Agency the box on the screen labeled **Contracts** will display any contracts that already exist for the **Agency** you chose.



Now that you've clicked on **Add** you will see this screen.



Adding a contract is simple because there are only six questions you need to fill in before you click on **Save**.

The first two questions ask you to fill in the dates (e.g., 07/01/04) your contract starts and ends. ELI will accommodate contracts on the State, Federal or calendar year. You can have different contracts with different years if that situation applies to you (i.e., you do not have to have all of your contracts on the same fiscal year.)

Then fill in your Master Agreement Number. The Master Agreement Number will literally be called the Master Agreement Number and is assigned by the Office of AIDS if you are a local health department. If you are a contractor this will be the number used locally to identify your contract/funding source. Different localities refer to this number in different ways here are some of the terms used:

- ✓ Contract number
- ✓ Purchase order number
- ✓ Invoicing number
- ✓ Funding code
- ✓ Funding/Billing ID

Any of these numbers can be used to uniquely identify the contract. If you are uncertain about your contract number check with the local health department.

Next fill in your **Contract Name**. A name is not required but is highly recommended and will help you identify your contracts at a glance rather than having to remember the number of the contract. A name such as NIGHT or E&P is perfectly acceptable.

The **Contract Award Amount** should be the amount you were awarded from your funder for this particular contract. The number should be entered without any punctuation like dollar signs, decimals or commas. For example, fifty four thousand dollars ($54,000) would be entered as 54000.

The final item on the screen is a check box that indicates whether the contract is Open or Closed. When checked this box means that the contract is open and thus the contract and the interventions attached to this contract are open and able to have data entered into them. When unchecked the contract is closed and data entry cannot take place on the contract or the interventions attached to it.

This box is only used by the system administrators at the Office of AIDS. Generally, only contracts for one fiscal year are open at any given time.

Since contracts are attached to interventions, which we will discuss in a moment, when contracts open or close the interventions attached to those contracts follow suit. In other words, when a contract is closed the interventions that were attached to that contract are hidden from view and blocked from having data entered into them.

This becomes very beneficial for data entry staff when a new fiscal year rolls around because they must choose from a list of interventions to enter data into. If with each new year more and more interventions were added to their list finding the right one would become impossible! So we close the contract along with the interventions from last fiscal year and open a new one for the current fiscal year. The list of contracts and interventions stays manageable and data entry is streamlined.

Remember to click **Save** and **Close** to the main menu.

Step Eight: Defining your interventions

An intervention is a specific activity intended to bring about HIV risk reduction in a particular target population using a common strategy for delivering the prevention services.

In other words, interventions are the specific activities you are doing with your clients like outreach, one on one education, case management or a social marketing campaign like *Stop AIDS*.

Setting these interventions up in the system or "defining" them is **THE MOST CRITICAL STEP** in the set up process. This cannot be stressed enough. If you set up your interventions incorrectly any data entered will be incorrect and often have to be deleted and reentered into a properly set up intervention. It is for this very reason that **set ups of interventions must be approved by the Office of AIDS ELI system administrator before data entry can occur.**

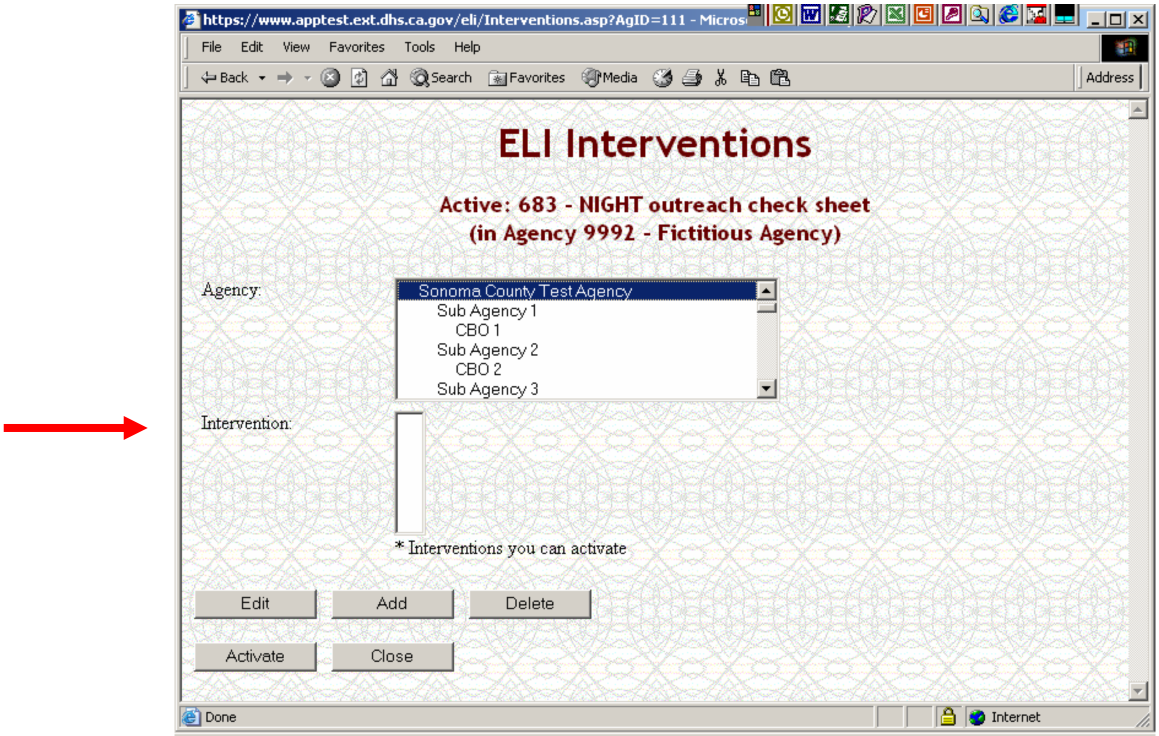
Setting up the interventions will take a while. It will take information from multiple sources such as your scope of work, budget, and staff from your agency, the health department and Office of AIDS. However, once your interventions are setup and approved you are free to enter data for the rest of the fiscal year without having to worry about them unless a change occurs.

ELI is capable of copy pasting your interventions from one year to the next! So if there are few or no changes from year to year minimal work is required to maintain the interventions after your first successful set up. Properly setup interventions that are ongoing should only require small changes to the target numbers and budgets from year to year. In other cases interventions might be added or deleted.

Each year you have a new set of intervention copies to work with so your additions, deletions and changes to these copies only alter the current fiscal year. So deleting an intervention this fiscal year will not delete that intervention and all of its data from previous years.

So how do I get started with my set up?

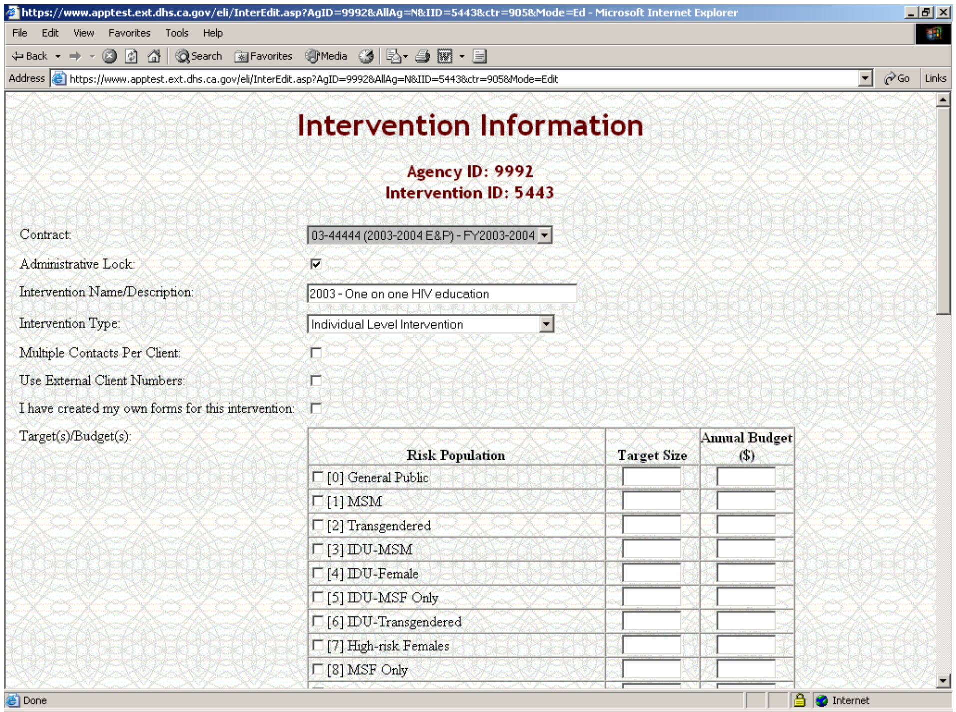
From the Main menu click on the **Interventions** button. You will then be taken to this screen:



When you view the screen above for the <u>first</u> time you will not see any interventions listed in the **Intervention** box above (shown by the arrow) because you have not created them yet. As you **Add** them they will appear.

To create an intervention, choose the **Agency** you are creating the intervention for by clicking on it once to highlight it and click on the **Add** button.

You will then be taken to this screen:



Complete the information by filling in the blanks, checking the box and using the drop down menus. These questions are specific to the *particular intervention* you are defining *not agency wide*.

- **Contract** - what contract does this intervention belong to? For your convenience ELI will provide you with a drop down menu of all the contracts you've created in the previous step. Simply pick one. The contract you attach to this intervention will limit the range of dates you can enter during data entry. For instance, if your intervention is attached to a contract for the state fiscal year July 1, 2004 - June 30, 2005 and during data entry someone tries to enter a record with a date of 06/29/03 ELI will not allow the record to be saved.

- **Administrative Lock** –This box is only used by the state ELI system administrator. When this box is checked it means that your intervention has been approved by someone at the Office of AIDS.

- **Intervention Name** - is either a "snappy" name that you have assigned to the intervention already (e.g., Love for Money) or if you do not have a name already assigned you should describe the activity being done (e.g., Outreach, Support Group, HIV101). Please refer to the document *How to Name an Intervention* for detailed instructions. Make sure that the name you use for the intervention is descriptive enough for data entry staff to identify. Also keep in mind that each intervention name must be unique within a given fiscal year. Fortunately, ELI will not let you save the intervention if the name you use is already on file.

- **Intervention Type** - Choose one from the drop down menu. For the definitions of each of these types please refer to the *ELI Protocols*. However, the easiest way to choose is to select the ELI form you will be using for this intervention. This choice should be discussed within your agency, with the county and with someone at the Office of AIDS. Because of the highly variable nature of some interventions providers may need to use more than one type of form. Therefore, some intervention types will have more than one form associated with them. ELI automatically allows you to use check sheets for either Outreach or Group interventions. You must select the longest form you intend to use. For instance, when you choose the group form, ELI automatically gives you access to the longer form you selected **AND** the check sheet. For some interventions, such as Prevention Case Management, only one form is available.

- **Multiple contacts per client** - Choose this option for any intervention where you will be able to definitely and systematically identify repeat contacts with every single one of your clients for that particular intervention. An example would be prevention case management where a client is coming in on a regular basis. You know who they are and have a number or code assigned to each individual. This option would **NOT**, or very rarely, be used for interventions such as outreach where clients may be seen regularly but do not have unique numbers assigned to them. It doesn't matter whether you personally know they have been there before or not. Checking this option will allow you to enter the client's basic information once and then add additional contacts when you have contact with the client again. The ONLY exception to this rule is groups. You can check multiple contacts per client without having an external identifier with groups so that you are able to have a multiple session group without using client IDs.

- **Use external client numbers** - Check this option if you have a unique numbering system to track your clients already in place. You are not encouraged to create a numbering system if you don't already have one. This option allows you to enter a client number such as a case management number into ELI. If you do not check this option ELI will assign all clients a unique random record number that will be recorded on the client's form after data entry has taken place.

  Choose one:

Option 1	**I have an existing numbering system** ☒ Multiple contacts per client ☒ Use external numbers
Option 2	**Have ELI make up my numbers for me** ☐ Multiple contacts per client ☐ Use external numbers

- **I have created my own forms for this intervention** – This box should only be checked if you have received special permission from the Office of AIDS to alter the ELI form(s) and incorporate your own questions into the existing ELI questions. When you check this box you are saying do not send me a supply of forms for this intervention because I have my own forms and am responsible for reproducing them.

- **Target(s)** – Each objective in your scope of work should be equivalent to one intervention in ELI. Refer to the scope of work objective that describes the intervention you are setting up in ELI and check the box of the target population you have identified.

- **Target size** – Each objective in your scope of work should be equivalent to one intervention in ELI. Refer to the scope of work objective that describes the intervention you are setting up in ELI and enter the number of people you plan on providing services to in that target population during one fiscal year.

- **Annual budget** – Every funded agency will have a budget. Most often budgets are not very detailed. ELI, however, asks you to be very detailed with your budget information. When setting ELI up you not only have to know how much money your agency as a whole gets but also how much you receive each contract year AND how much you spend on your various target populations for each intervention. This is an estimate. Do the best that you can to estimate how much is spent for each target population.

- **<u>Outreach Program Type</u>** – If you are setting up an outreach intervention, including Internet outreach and youth drop-in centers, choose one from the drop down menu. If this is not an outreach intervention, then leave it blank.

- **<u>Minimum Sessions per Client (ILI/PCM only)</u>** – If the intervention you are setting up is an individual level intervention (ILI) or prevention case management intervention (PCM) then refer to your scope of work to determine the minimum number of sessions per client. Fill in the blank.

- **<u>Estimated Staffing (FTEs)</u>** – Estimate the amount of person power that will be dedicated to this intervention as a potion of a full time person for a year (e.g., 2 full time equivalents).

- **<u>Funding Sources</u>** – Check the box(s) of the funding sources you use to fund this particular intervention.

- **<u>Goals</u>** – Fill in the number/letter of the goal this intervention relates to in your scope of work.

- **<u>Objectives</u>** – Fill in the number/letter of the objective this intervention relates to in your scope of work.

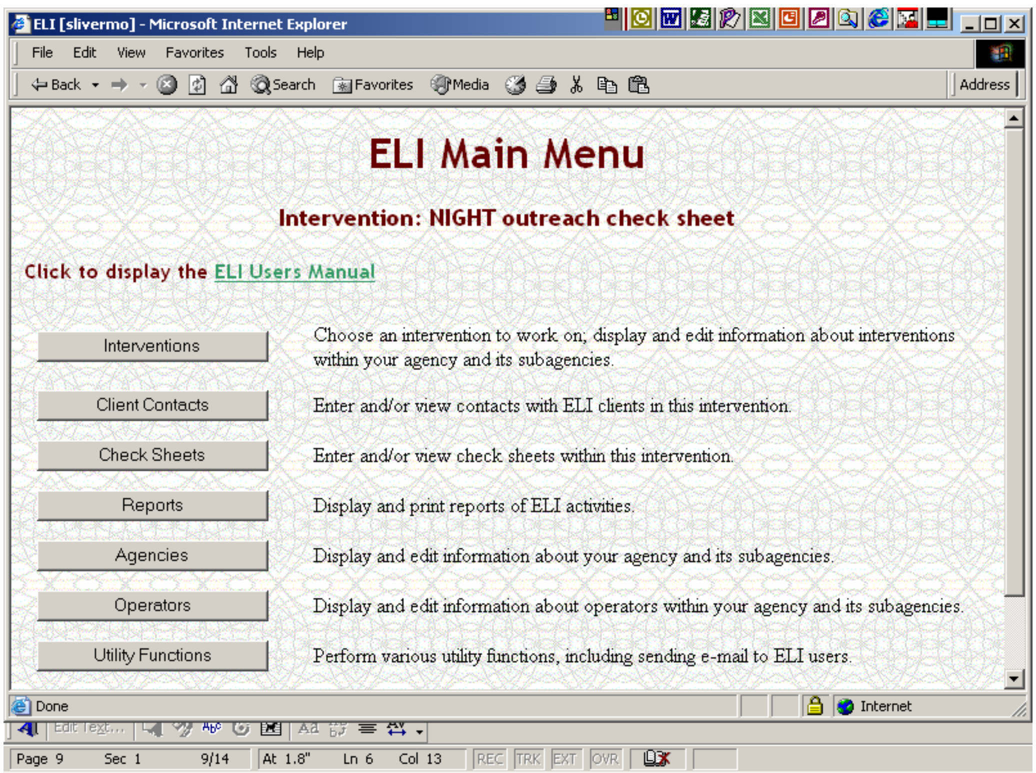
- **<u>Number of special questions</u>** - If you would like to record additional questions or information in ELI you have the option to do so. Enter the number of additional spaces you will need here. These extra data entry fields will appear at the end of the data entry screen for this intervention along with the special labels you have put on them.

- **<u>Special labels</u>** - Enter the labels for each additional space you requested in the previous question. Enter one label per line using the **Enter** key to move to the next line. Remember that *what you* *type in is exactly what will appear in the data entry screen*. (i.e., "INCOME", "income" or "icomen")

After you have filled in the information about your intervention, click on the **Save** button. You will then be taken back to the previous screen where you can continue to enter additional interventions.

You will repeat this step until all of your agencies have all the interventions they are contracted to provide in the ELI system. This should match your scope of work.

Once you have entered all of your interventions click on the **Close** button to return to the main menu.



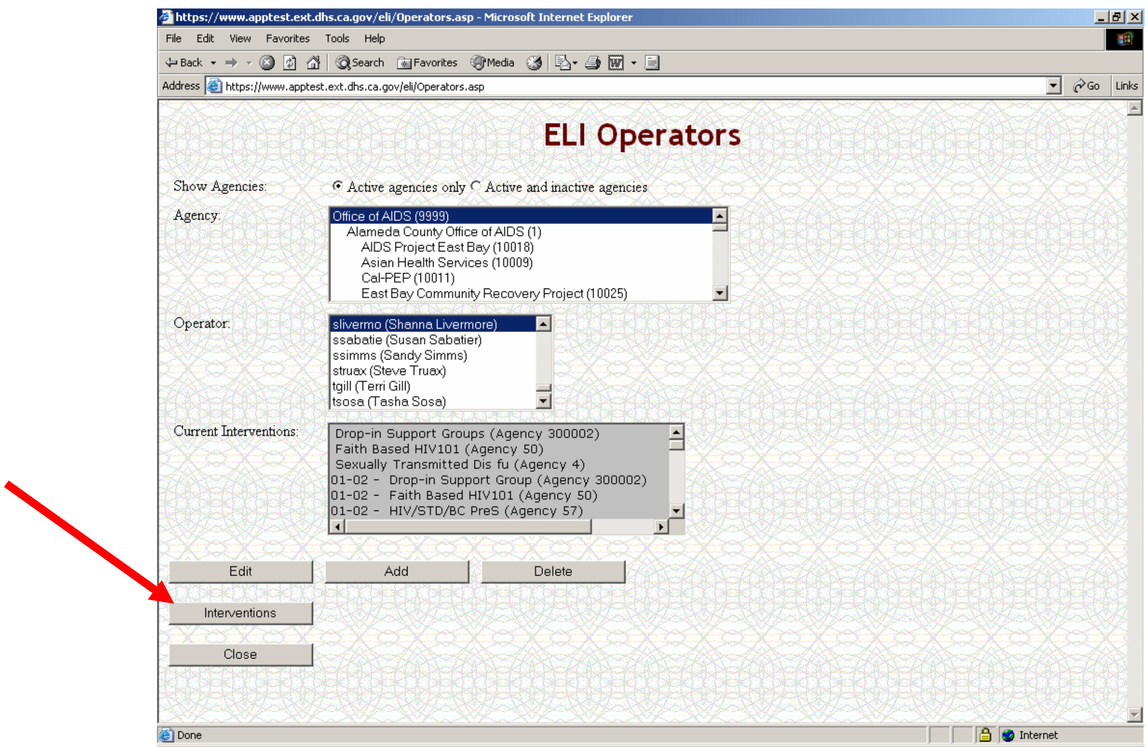
You will then need to contact ELI technical assistance at the Office of AIDS to have your intervention set up approved. Set up interventions for the ELI system must be approved by the Office of AIDS **prior** to data entry.

Step Nine: Attaching staff to interventions for data entry

This step can only occur AFTER your intervention setups have been approved by the Office of AIDS.

The ELI system gives supervisors a great deal of control over which interventions their staff can work on. In order to attach your staff to the appropriate interventions click on the **Operators** button on the ELI main menu.

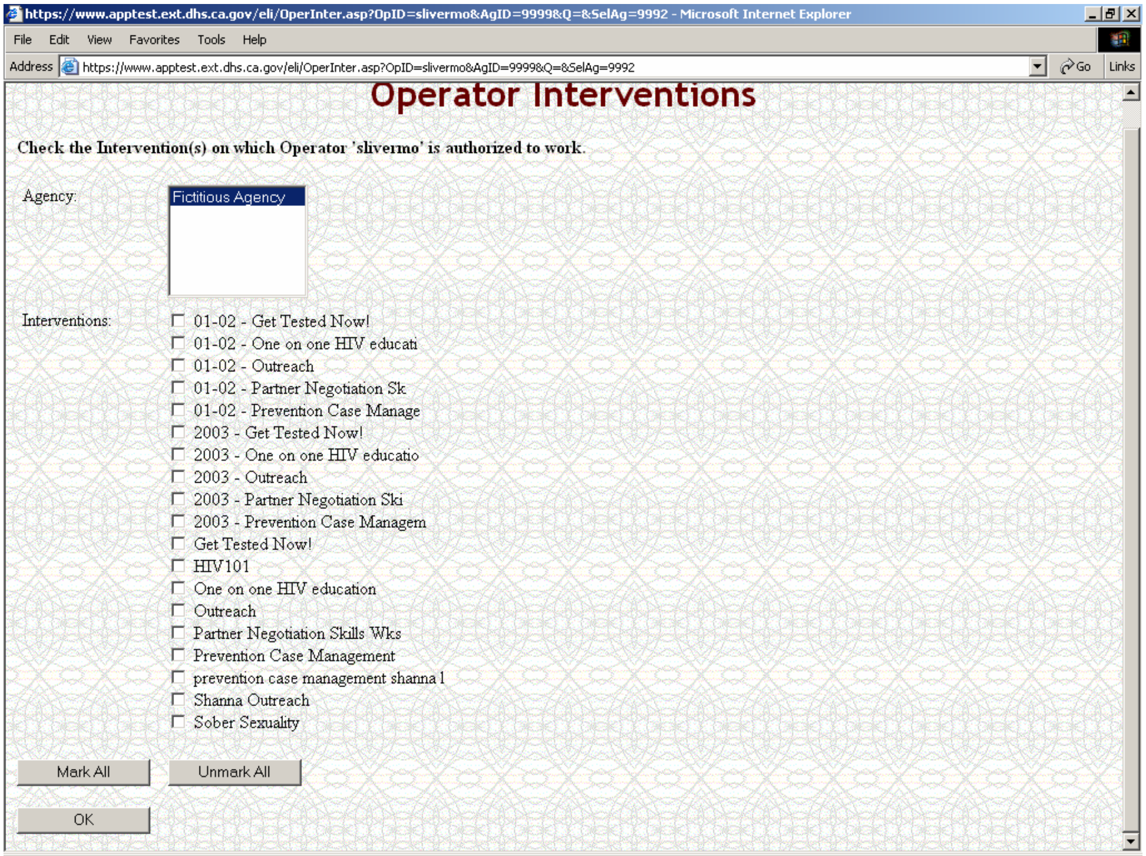
You will then be taken to this screen.



From this screen you will select your agency and the operator (staff member) for whom you would like to assign intervention data entry rights. Simply click on them once. They will be highlighted as shown above. Once this is done the interventions currently assigned to this person will appear on the screen in the gray box. If none appear then none have been assigned yet.

To begin assigning interventions to your staff members click on the **Interventions** button shown by the arrow above.

You will be taken to the following screen:



To assign interventions choose the correct agency by clicking on it (it will be highlighted) and place a check mark in each of the boxes beside the intervention(s) you want the staff member assigned to.

As a short cut you can click the **Mark All** button if you have a staff member who should have access to all of the interventions.

Supervisors at the health department may wish to attach themselves to all of the interventions at all of their agencies.

Once you have assigned interventions to that person click on the **OK** button to return to the previous screen. From here you can attach interventions to additional operators or click the **Close** button to return to the ELI main menu.

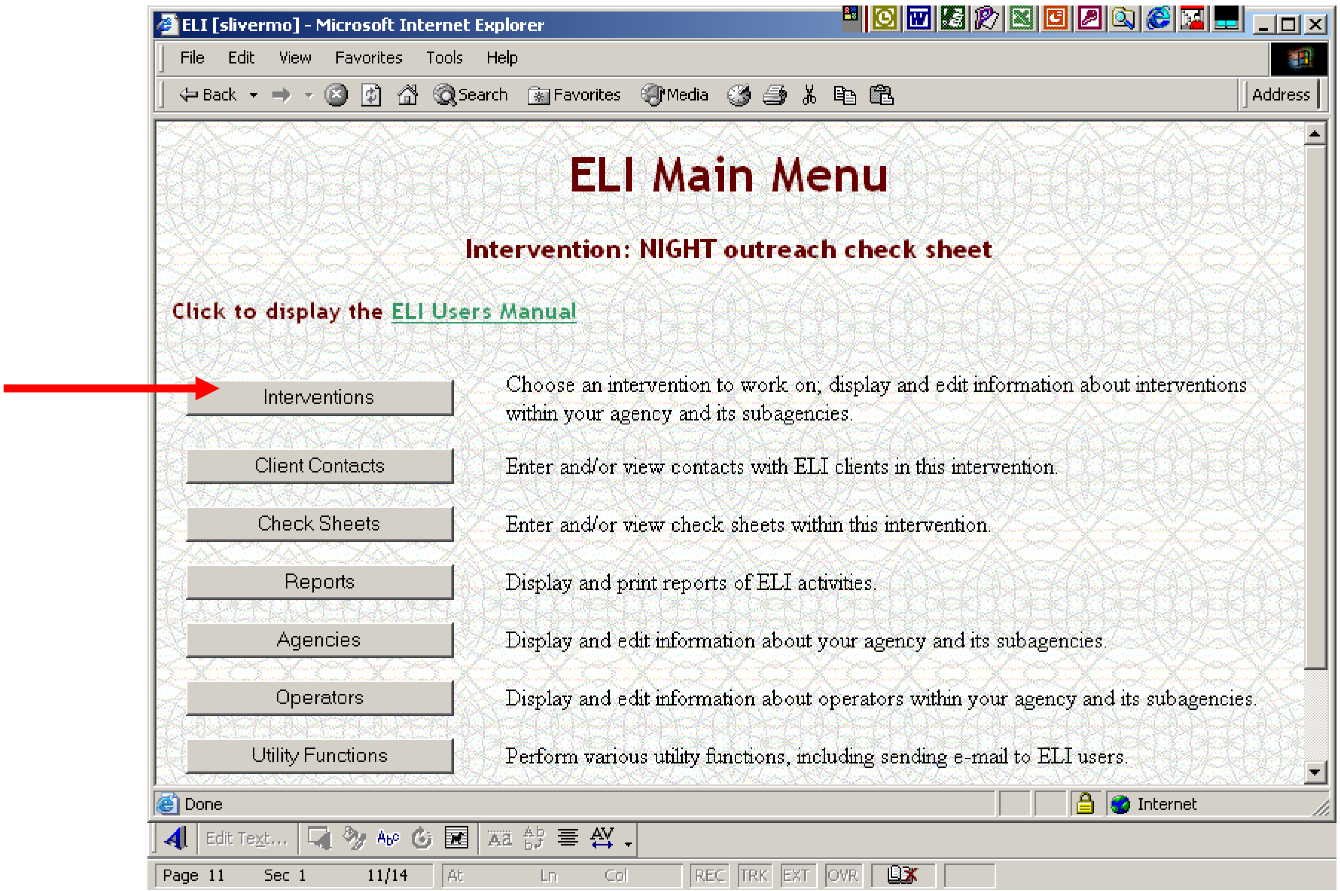
This ends the setup portion of the ELI system. Once you have set the system up properly it is easy to maintain. Generally, maintenance is only required once a year at the end of the fiscal year.

What follows are the steps for data entry in the ELI system. Monthly data entry can only occur after the preceding steps have been accurately followed.

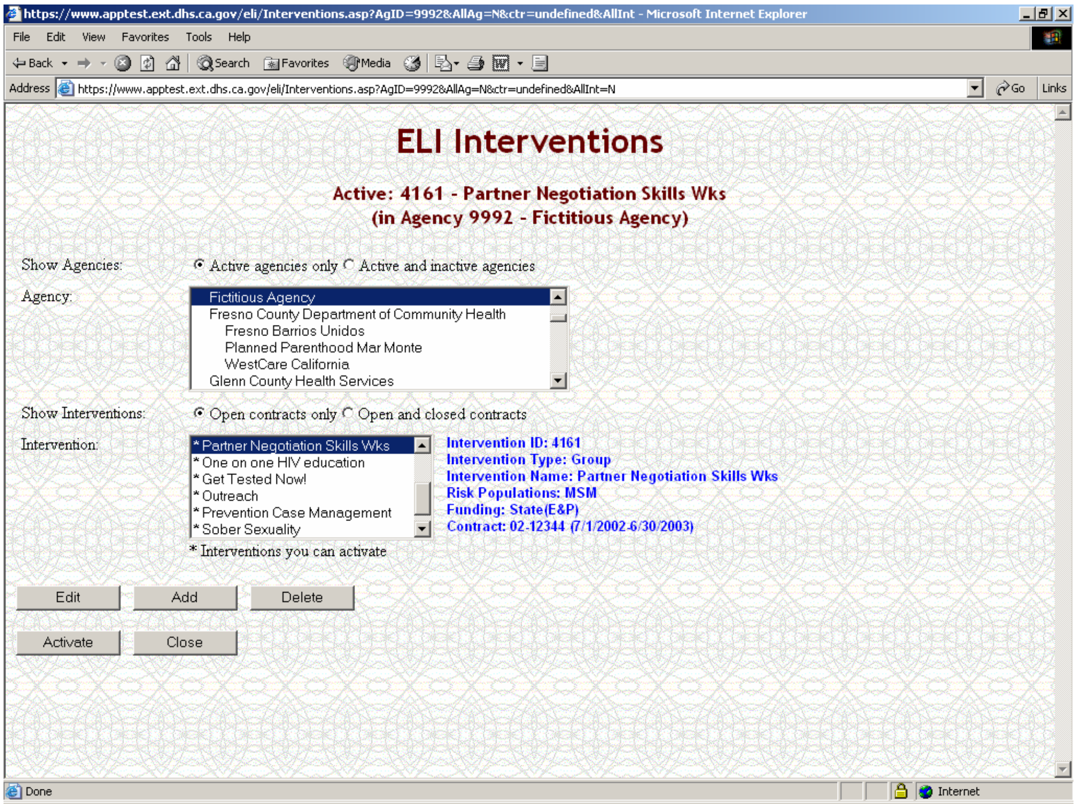
Step Ten: Activating interventions in order to enter data

To enter data for an intervention you must tell the ELI system the intervention for which you wish to enter data.

To do this click on the **Interventions** button (indicated by the arrow below) on the ELI main menu.



You will be taken to the following screen after clicking on the **Interventions** button:



You will be able to view your own agency and any subcontractors you may have. If your agency does not have subcontractors then you will only see your own agency.

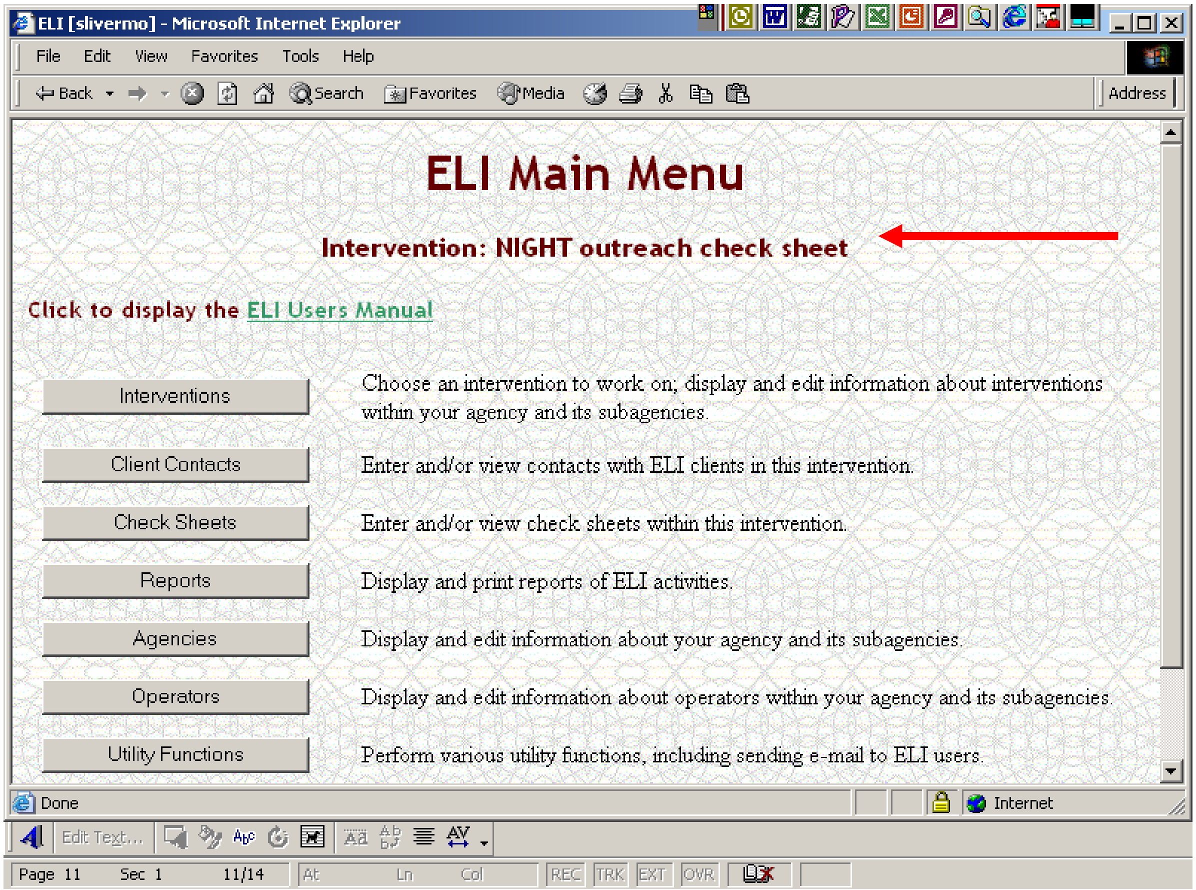
As a supervisor you will be able to view, edit, add, and delete your agency's interventions. Any intervention with an asterix (*) beside it is an intervention for which you have permission to enter data. An intervention that does <u>not</u> have an asterix (*) beside it is an intervention that you can view only until you have been attached to it via the instructions in step nine.

To activate an intervention that you want to enter data for:

> Click on your **Agency's** name →**Intervention** (it must have an * beside it) → **Activate** button

You will <u>automatically</u> be taken out to the ELI main menu.

Note that the name of the intervention you just activated will appear under the page title shown by the red arrow below.



You will then have a choice of data entry buttons to click on depending on the type of intervention you have activated.

Intervention Type	Data Entry Buttons Available			
Prevention Case Management		**Client Contacts**		
Individual Level Intervention		**Client Contacts**		
Health Communication	**Campaigns**			
Outreach		**Client Contacts**	**Check Sheets**	
Group		**Client Contacts**	**Check Sheets**	**Groups**

Prevention case management, individual level, and health communication interventions all have only one ELI form and therefore have only one button for data entry corresponding to the type of data being entered. Prevention case management and individual level interventions use forms that are filled out client by client for each contact with that client. So, their data entry button says **Client Contacts**.

On the other hand health communication interventions have a form that collects information (for the most part) about social marketing campaigns. So its data entry button says **Campaigns**.

The last two types of interventions (groups and outreach) have several different types of forms that can be used to record client information. Outreach uses short and long forms that are client-by-client forms, just like the case management and individual level forms, that are used to record each contact with a client over 5 minutes. So these two types of interventions will also have a **Client Contacts** button. However, they also both use check sheets to collect aggregate or summary information about clients. This means they will have a **Check Sheets** button in addition to the **Client Contacts** button.

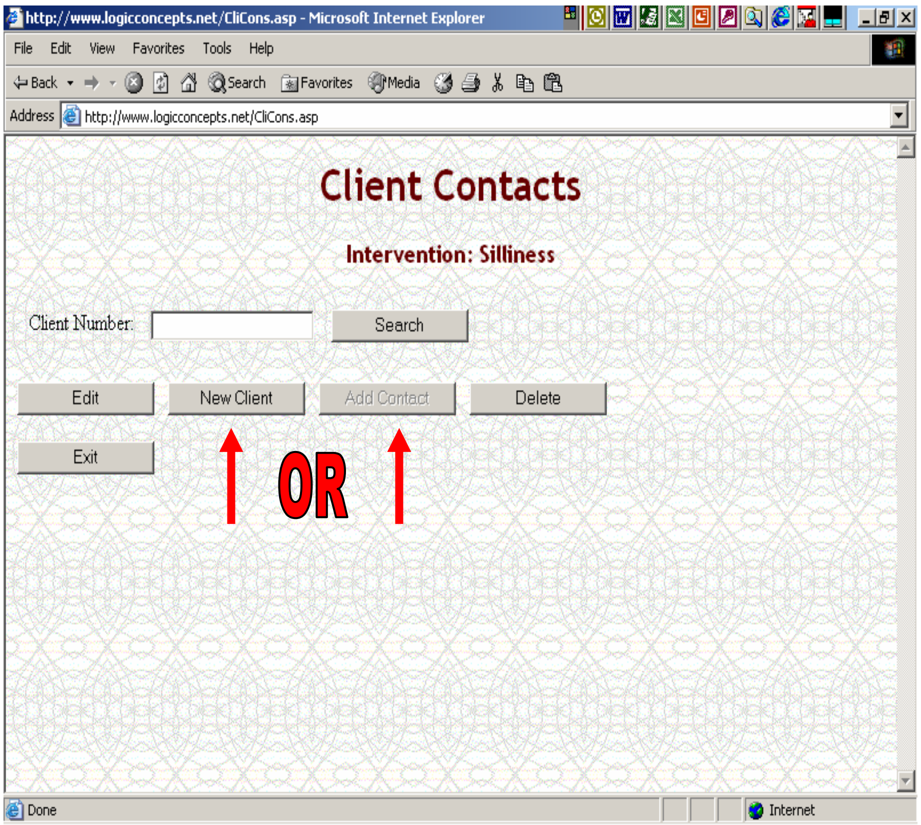
Group level interventions go even one step further. With group interventions like workshops you can have multiple sessions (dates the group meets). So before you can enter check sheets or group self-administered questionnaires you must enter data about the group as a whole and add sessions to that group by clicking on the **Groups** button.

Step Eleven: Client vs. record numbers & Client Contacts data entry

Based on the table above you should be able to determine what data entry button you will see on the ELI main menu. First we will review the basics of entering data under the **Client Contacts** button. Steps 12,13,14 will cover data entry for **Check Sheets**, **Campaigns** and **Groups**.

Click on the **Client Contacts** button on the ELI main menu.

You will be taken to this screen:



You now have a choice. Depending on whether your intervention uses internal numbers assigned by ELI or external client numbers assigned by agency staff, you will either:

- <u>External</u> (client numbers) - Enter a client number assigned by your agency, hit the **Enter** key to have ELI look for the number in the database (<u>NOT</u> **Search**), then click on either

New Client OR **Add a Contact** if the client number was recognized to get to the data entry screen.

- Internal (random unique record numbers) - Simply click on **New Client** to have ELI generate a record number for you AFTER you finish data entry and click on **Save**. **Be sure to record the number ELI generates in the box provided on the client's form.** ELI will confirm the number it generated after you save the record.

Fortunately, if your intervention is setup for internal numbers, ELI will not permit you to enter your own client numbers. If your intervention is setup to take external client numbers, ELI will not permit you to enter a new client without providing a client number.

If you don't know whether you are using **Internal** or **External** numbers for your clients there are two easy ways to tell.

1. You can look at the forms you have to enter into ELI. If the computer client number areas are blank that means your agency is not assigning numbers to clients ELI will be giving you a random record number for that form at the end of data entry.

2. If the computer client number areas are filled out you will follow the instructions for **External** numbers above.

Either way (**New Client** or **Add a Contact**) will get you to the data entry screen.

The data entry screen will match the form you have chosen exactly. It is simply an electronic version of what you have to enter that uses fill-in the blanks, drop down menus, and check boxes.

There are three ways to move through the data entry screens: the mouse; the keyboard; and the ten-keypad. The mouse is the slowest. ELI is a web-based system so it is difficult to remember to stay away from using the mouse. The keyboard and the ten-keypad are the fastest ways to enter data into ELI. For most the keyboard will be the most familiar and subsequently increase your speed but the only way to truly increase your data entry speed is by entering a lot of data!

Once you have completed data entry click on the **Save** button.

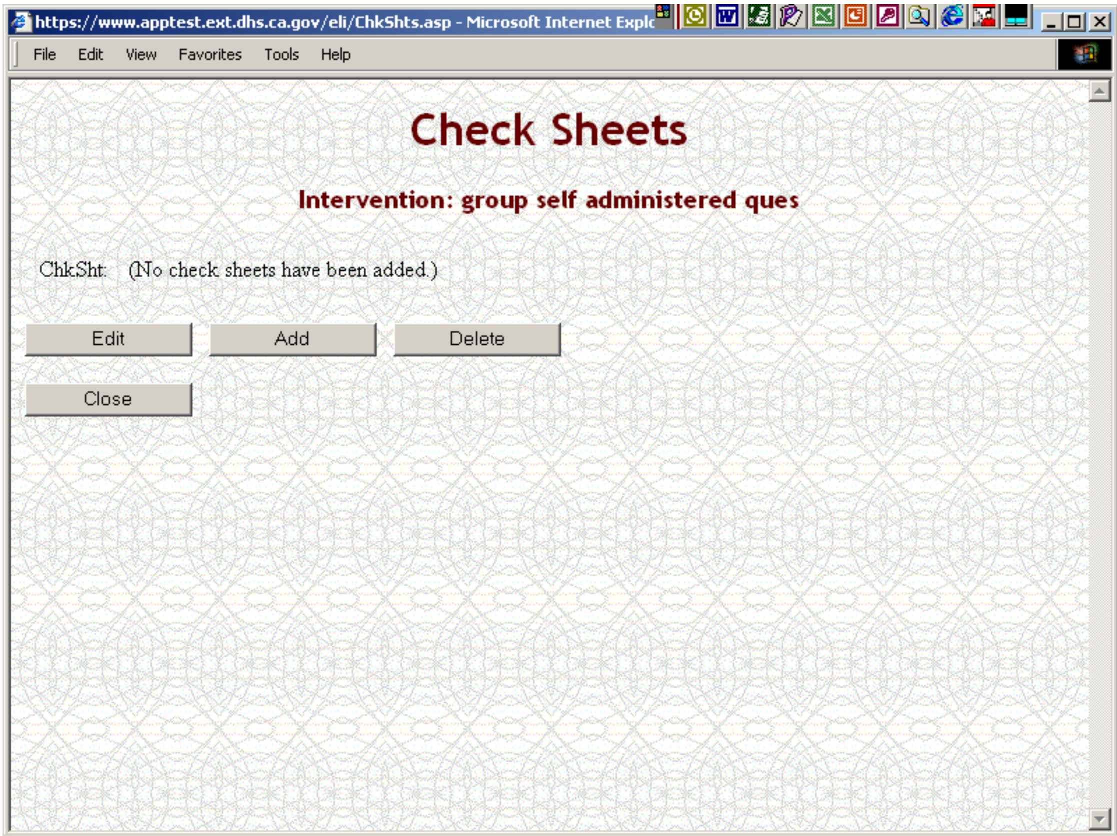
ELI will then attempt to validate the information you provided. If anything is inconsistent, ELI will produce a report indicating what is wrong. Use the **Return** button to return to that record and correct the information. ELI will highlight the first incorrect field. You can use the **Print** button on your browser to print the report should you need to and then use the hard copy to continue correcting. After the items have been corrected click on the **Save** button. ELI will save the record, give you a record number if you are using internal ELI IDs and return you to the client contacts screen where you can continue with data entry.

MAKE SURE TO WRITE THE RECORD NUMBER ON THE ELI FORM

Step Twelve: Data entry for check sheets

Click on the **Check Sheets** button on the ELI main menu.

Your initial data entry screen will look like the following:



Simply click on **Add** to begin data entry on a check sheet.

Since check sheets are summary information (i.e., information about a bunch of clients together) there are no client numbers only the random record number ELI will give you once you **Save**.

The data entry screen will match the form you have chosen exactly. It is simply an electronic version of what you have to enter that uses fill-in the blanks, drop down menus, and check boxes.

There are three ways to move through the data entry screens: the mouse; the keyboard; and the ten-keypad. The mouse is the slowest. ELI is a web-based system so it is difficult to remember to stay away from using the mouse. The keyboard and the ten-keypad are the fastest ways to enter data into ELI. For most the keyboard will be the most familiar and subsequently increase your speed. However, the only way to truly increase your data entry speed is by entering a lot of data!

Once you have completed the form click on the **Save** button.

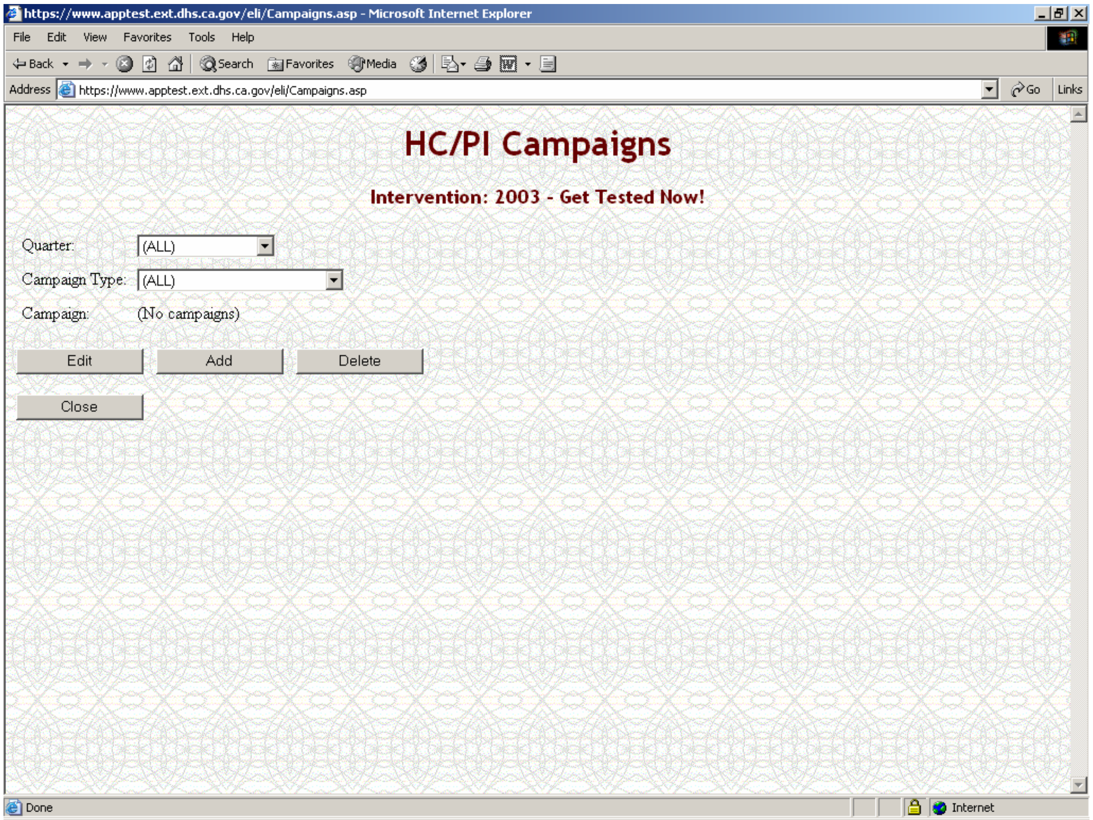
ELI will then attempt to validate the information you provided. If anything is inconsistent, ELI will produce a report indicating what is wrong. Use the **Return** button to return to that record and correct the information. ELI will highlight the first incorrect field. You can use the **Print** button on your browser to print the report should you need to and then use the hard copy to continue correcting. After the items have been corrected click on the **Save** button. ELI will save the record, give you a record number for the check sheet and return you to the previous screen where you can continue with data entry.

MAKE SURE TO WRITE THE CHECK SHEET NUMBER ON THE ELI FORM

Step Thirteen: Data entry for campaigns

Click on the **Campaigns** button on the ELI main menu.

Your initial data entry screen will look like the following:



Look at the top of your first health communications form and determine the **Quarter**. Use the first drop down menu on the screen to select the corresponding quarter.

The second drop down menu asks what **Campaign Type**. The health communication form is broken up into sections. Each section is a **Campaign Type**. Choose the appropriate type from the drop down menu.

Click the **Add** button.

You will be taken into an electronic version of the section of the health communications form that you chose.

There are three ways to move through the data entry screens: the mouse; the keyboard; and the ten-keypad. The mouse is the slowest. ELI is a web-based system so it is difficult to remember to stay away from using the mouse. The keyboard and the ten-keypad are the fastest ways to enter data into ELI. For most the keyboard will be the most familiar and subsequently increase your speed. However, the only way to truly increase your data entry speed is by entering a lot of data!

Once you have completed the form click on the **Save** button.

ELI will then attempt to validate the information you provided. If anything is inconsistent, ELI will produce a report indicating what is wrong. Use the **Return** button to return to that record and correct the information. ELI will highlight the first incorrect field. You can use the **Print** button on your browser to print the report should you need to and then use the hard copy to continue correcting. After the items have been corrected click on the **Save** button. ELI will save the record, give you a number for the campaign and return you to the previous screen where you can continue with data entry.

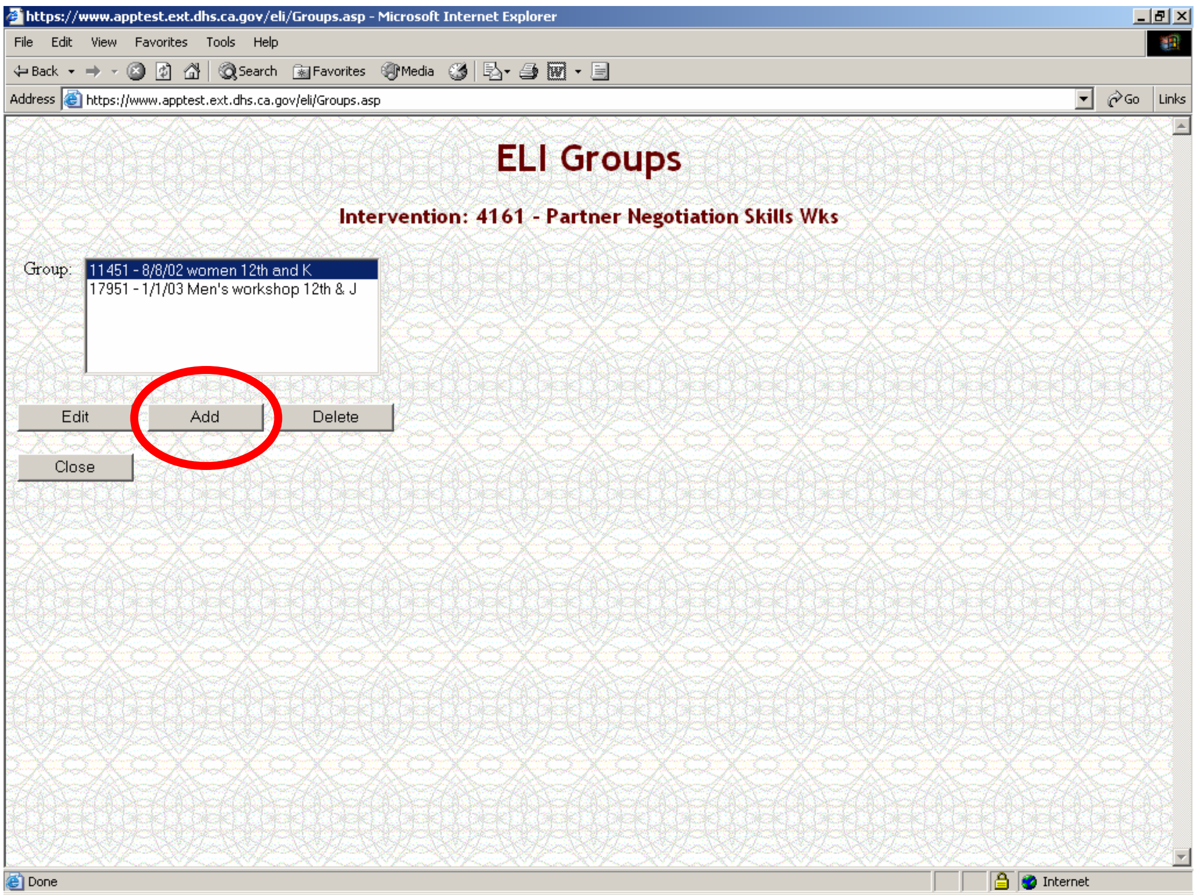
MAKE SURE TO WRITE THE CAMPAIGN NUMBER ON THE ELI FORM

Step Fourteen: Data entry for groups

Click on the **Groups** button on the ELI main menu.

Remember that the **Groups** button will only appear *after* you activate a group level intervention.

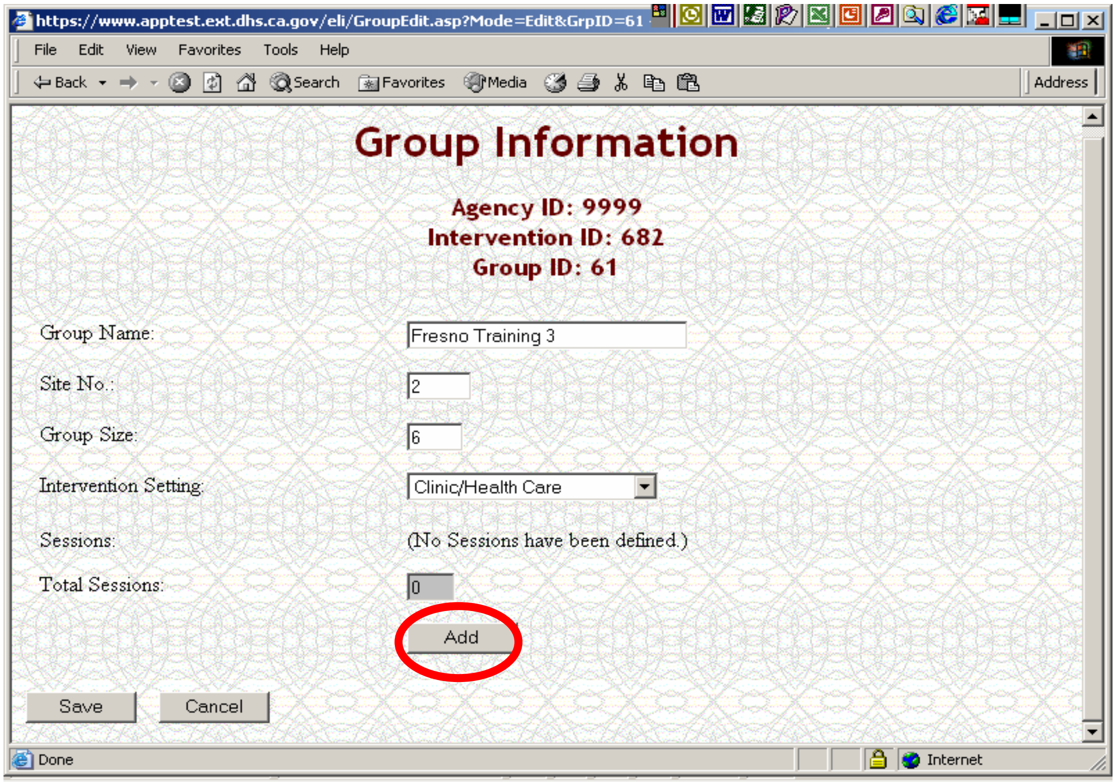
Your initial data entry screen will look like the following:



Data entry for group interventions is set up to accommodate both check sheets and self-administered questionnaires. Adding a **Group** enables you to add administrative information about the group (such as its size) just <u>once</u> instead of entering it over and over again for every single person in the group.

Click on **Add** to add a group. If there are no groups listed then no groups have been added yet.

You will then be taken to this screen where you will enter the specific administrative information for the group by using the fill-ins and drop down menus provided.

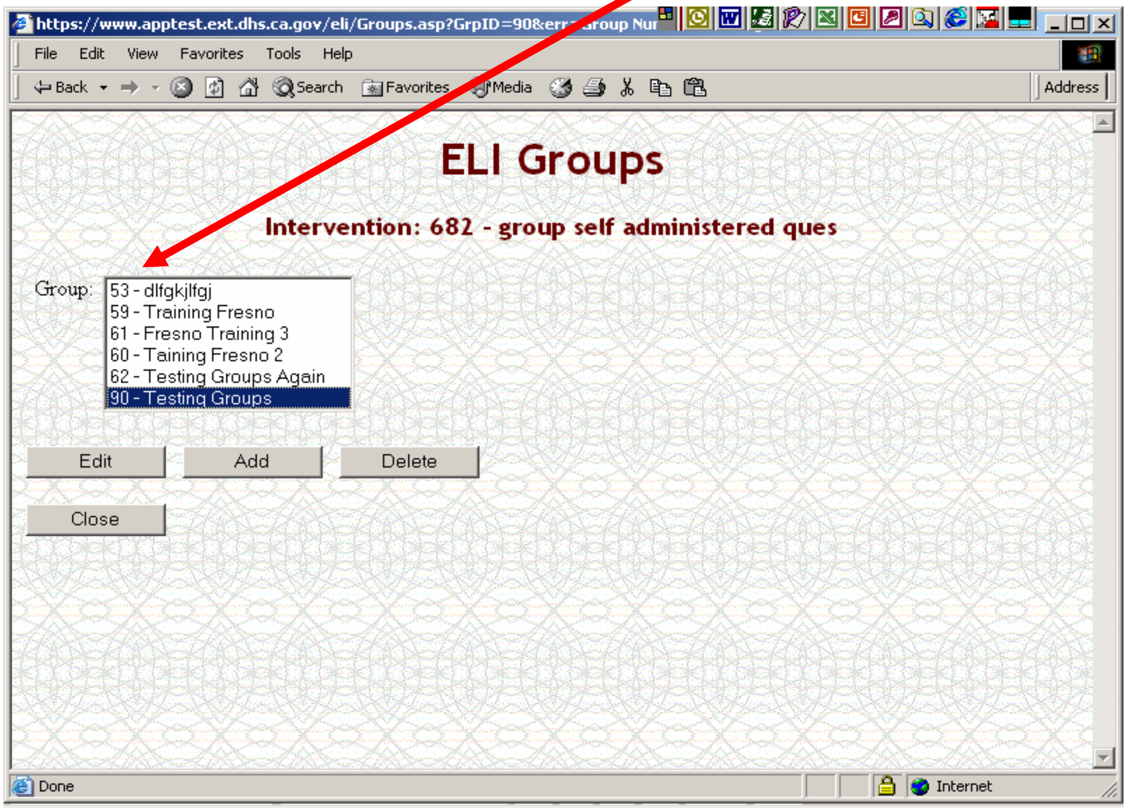


At the bottom of the page you will see an **Add** button (shown above).

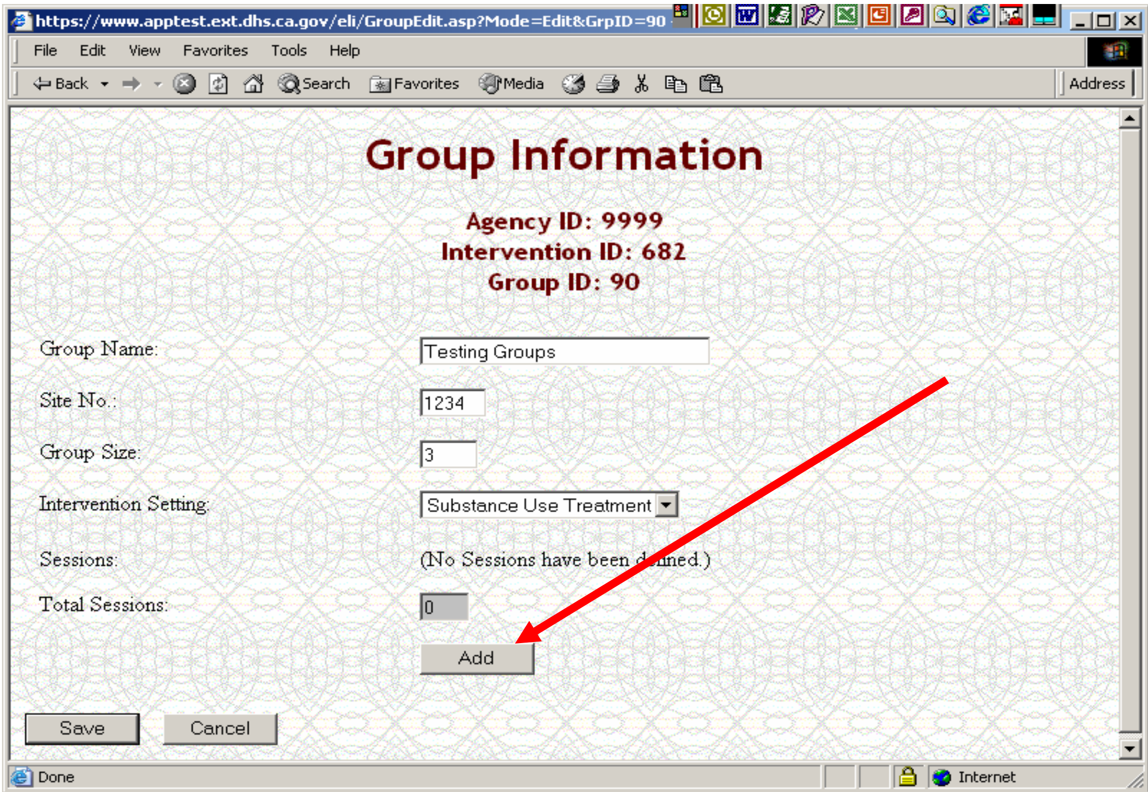
You will not be able to **Add** multiple sessions to a group unless you have indicated that you have multiple contacts with clients <u>AND</u> you **Save** the group first. ELI must know the group exists before you can **Add** sessions to it.

To save your group simply click on **Save** and note the number assigned to that group on the ELI form.

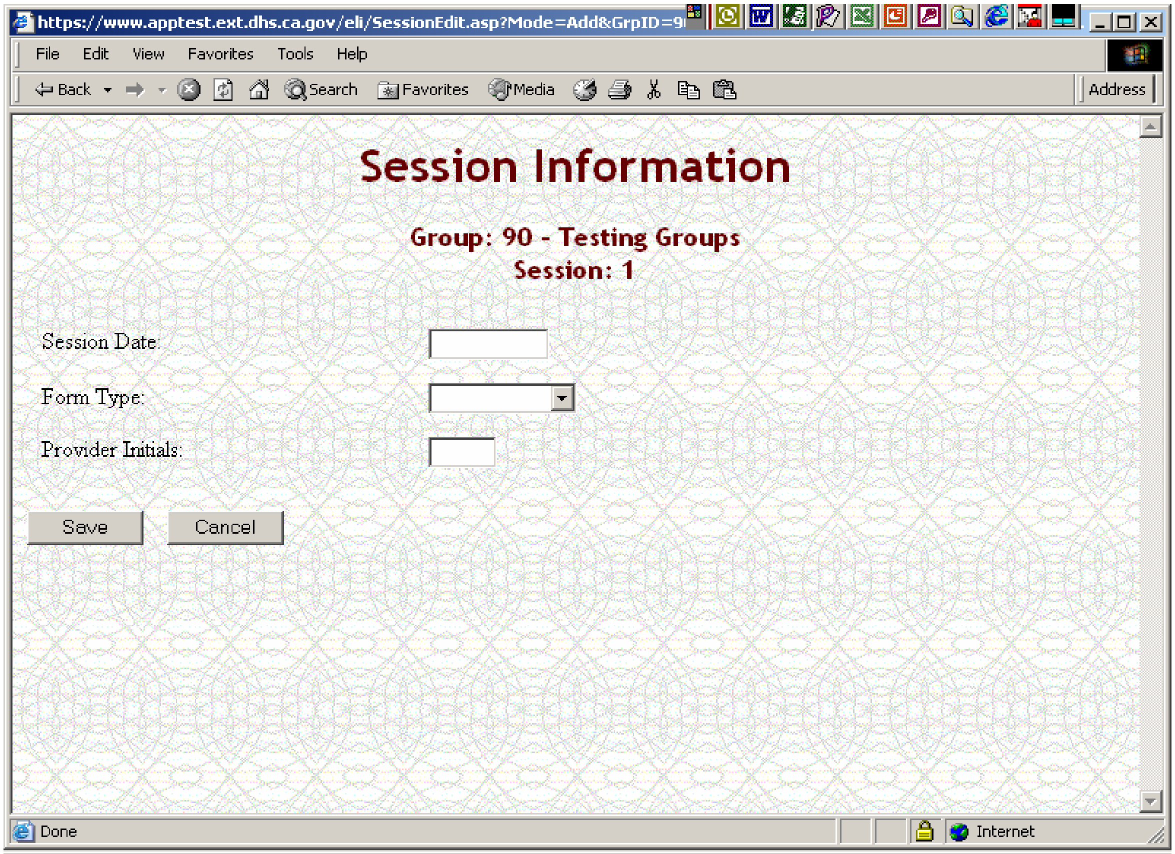
From the screen below click once on the group you wish to add multiple sessions to and click **Edit**. You can use the group number you just received to find the group on the list.



You will once again be taken to the **Group Information** screen where you can now click on **Add**.



Once you click on the **Add** button you will be taken to the following screen where you can enter the date for session one, the type of form you wish to use for that session (either the Group Check Sheet or Self-administered Questionnaire), and the initials of the provider facilitating that session.

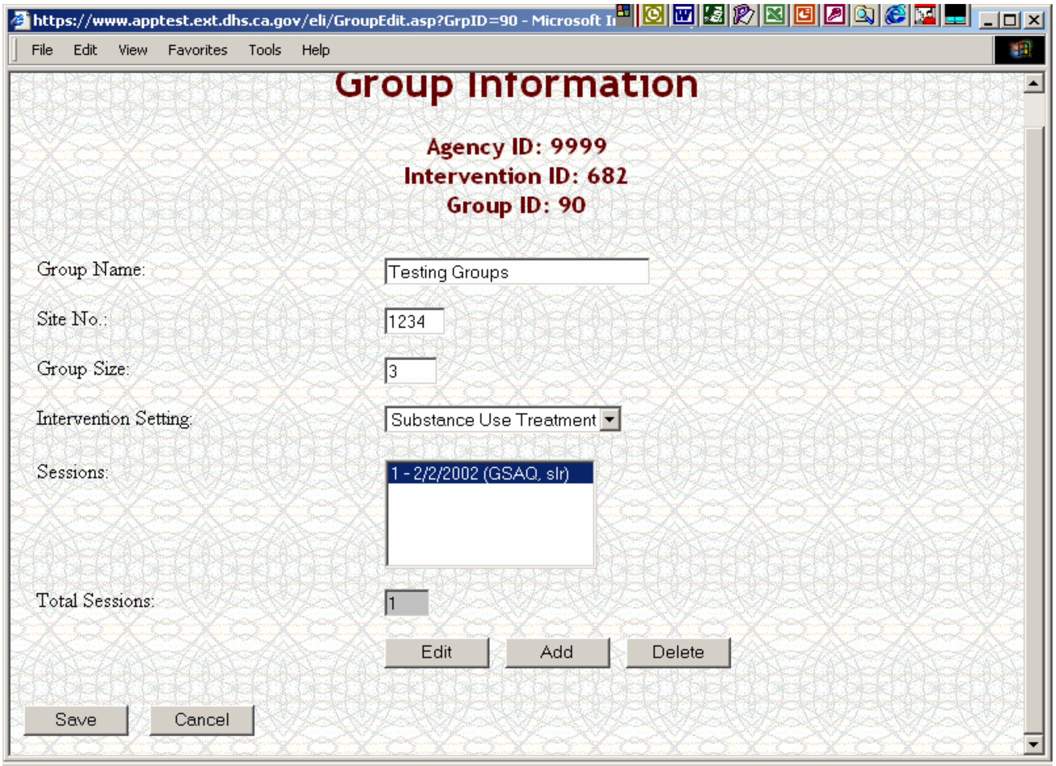


Repeat this process for each session of the group.

All groups will have at least one session.

At the end of the page click on **Save**

You will be taken back to the group page where you can **Add** more sessions, **Edit** sessions or **Delete** sessions that do not end up happening.



Once finished, return to the ELI main menu by clicking **Save → Close.**

You can then enter your group check sheets and/or self-administered questionnaires by following the instructions in Steps 11 and/or 12.